Previous references.

1900 71

(G.M.)

File No. 210

Serial Nos. 1

Later references.

1

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B. for Jan 1911

SUBJECT.

Use of the verb 'will' in a mandatory sense in Offl Correspondence.

S(1) To Secretaries to Govt No 9 3964-8 & 5-1-11. orders regarding the use of the Verb 'will' in a mandatory sense in Govt letters.

G.R.S. 11] 190-11

GENERAL AND REVENUE SECRETARIAT.

(Gen-Rise.)

NOTES.

File No. 2/0

FILE HEADING.

The use of the word "will"
in a mandatory sense in communications
from the Govt.

From

No. Dated Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet.

GPL—30,000—20-3-06.

G. R. S. 12]
General and Revenue Secretariat.

Q.M File No. 210. of 1910-11 (2

Serial No.	
1	To All Secretaries to Govt. No. G. 3764-8 Q. 5 1/10 Observes that the use of the word "will" in a mandatory sense in communications from the Govt. is sometimes liable to ambiguity and misunderstanding & suggests that the use of "should" is requested or "is directed to" instead, in such cases.

Rec'd

NOTE—Contn. sheet.

GPB—50,000—12-8-10

4-1-11

No. G.3964-68
G.M. 210-10-1

G. SH. January 19

Official Memorandum.

The use of the verb "will" in a mandatory sense, as for instance when it is said that "the Deputy Comr will submit proposals", meaning that the "Dy Comr shall submit proposals", is sometimes liable to ambiguity and misunderstanding; it is requested that this use of the word may be avoided in drafts put up. The ambiguity can be avoided by using the words "shall" or "is requested to" or "is directed

CSB
5/1/11

To All Secretariat Offices
TO All Heads Offices of the GHQ & Branches

in communications from the Govt

29 Dec
T. 31/12/10.

2nd Lieut. G.H.V. Scobie.
G.H.V. Scobie.